



City of Austin - JOB DESCRIPTION



Austin Energy Utility Strategist

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	18920	Salary Grade:	ZS3
Approved:	March 17, 2008	Last Revised:	April 29, 2009

Purpose:

Under the minimal direction this position is responsible for conducting complex research and analysis related to the energy industry in support of Austin Energy's strategic and business short and long-range planning initiatives for the executive management team.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assists the Chief Strategy Officer in leading executive management through the strategic and/or business planning process by conducting complex research and analysis related to the energy industry and the development of Austin Energy's strategic plan.
2. Gathers, conducts ad hoc research in areas including technology and alternative business models, trend analysis business intelligence related to the energy industry and Austin Energy's strategic planning initiatives and to define and forecast industry trends.
3. Assists executive management in defining and identifying enterprise development opportunities.
4. Assists executive management in developing implementing key performance measures, metrics, and performance targets. Reviews, develops and implements short and long-range strategic and business plans and updates. Reviews, develops, and examines business cases and models including alternative business, technology, energy models and providing alternative solutions.
5. Analyzes current strategic and business planning process and makes recommendations by developing solutions to critical business issues and presents alternatives to Chief Strategy Officer.
6. Leads multiple, cross-functional teams, large projects and initiatives. Conducts research studies using questionnaires, surveys, interviews, focus groups or other methods as needed.
7. Compiles and analyzes data to discover trends or discrepancies. Writes, documents, edits and/or reviews reports and presentations to executive management. Verifies the accuracy and completeness of strategic planning reports and updates.
8. Assists in defining and developing departmental mission, values, strategies and objectives. Assists in developing planning and forecasting models or scenarios.
9. Plans, tracks and communicates project or program activity status to executive management and other key stakeholders including Chief Strategy Officer, executive management, management team and employees.
10. Develops project schedules and charts using project management software. Documents processes utilizing flowchart methodologies. Defines and directs complex data analysis.

Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, work assignments, evaluation, training, and guidance to others

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of applicable electric utility processes, techniques, and methods.
- Knowledge of sustainable energy technologies, methodologies, and business practices.
- Knowledge of strategic planning principles and methodologies.
- Knowledge of business model, process development or business case development principles.
- Knowledge of competitive business practices and analysis.
- Knowledge of reporting concepts and preferred business practices.
- Knowledge of statistical methods and principals.
- Knowledge of internal control systems.
- Knowledge of applicable computer software.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Ability to quickly recognize and resolve irregular events.
- Ability to effectively manage or lead project teams.
- Ability to establish effective communication and working relationships with city employees and the public.

Minimum Qualifications:

- Graduation from an accredited four-year college or university, plus four (4) years of related work experience.
- A Master's degree may substitute for experience up to two (2) years.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.